



## Environmental Laboratory Licensure Application

### Laboratory Services

250 N. 17<sup>th</sup> Avenue  
Phoenix, AZ 85007-3231  
602-364-0720  
FAX 602-364-0759

### Instructions

This application is for laboratories seeking licensure under the Arizona Environmental Laboratory Licensure Act, enacted as A.R.S. 36-495 through 36-495.16, and must be used for laboratory licensure under A.A.C. R9-14-601 et. seq.

**IT IS NOT NECESSARY TO RETURN THE INSTRUCTIONS ALONG WITH YOUR APPLICATION.**

PLEASE NOTE THAT THE APPLICATION FEE IS REQUIRED TO PROCESS YOUR APPLICATION.

1. This application packet consists of:  
  
PART A Information on the Laboratory and Non-Refundable Application fees  
PART B Laboratory Personnel that sign final reports.  
PART C Fields of Testing  
PART D Laboratory Instrumentation/Equipment and Data Collection/Reduction Software  
PART E A list of Director Approved Methods and instructions for director approved methods.
2. Please **TYPE OR PRINT LEGIBLY** all information requested. Illegible information may result in a delay of the application process.
3. PART A – All sections must be completed. The application **MUST** be signed by the appropriate laboratory representatives (owner, as defined in Part A, and laboratory director) and **notarized**. Applicants with multiple laboratories (including mobiles) must complete and **notarize** separate applications for each laboratory. Original, **notarized** PART A sections must accompany all applications. **PHOTOCOPIES OR FACSIMILES OF PART A ARE NOT ACCEPTABLE**. Refer to A.R.S. 36.495.03.D, A.A.C. R9-14-601.7, and A.A.C. R9-14-603.A.22 & 23.
4. PART B – Complete this section for **EACH PERSON SIGNING FINAL REPORTS**.
5. PART C - Select from each type of matrix tested the analyte parameters and corresponding method(s) appropriate to the scope of the laboratory. Refer to A.A.C. R9-14-610.A for the approved method references. These fees are **non-refundable**. (FOR RENEWAL APPLICATIONS ONLY: Indicate **CHANGES** in the approved references and methods for **EACH** analyte and **HIGHLIGHT** any **ADDITION** or **DELETION**.)
6. PART D - Identify the instrumentation, laboratory equipment, and software available in the laboratory that will be used for the compliance testing and data collection/data reduction interpretation pertaining to this application. (FOR RENEWAL APPLICATIONS ONLY: Identify **CHANGES** in the instrumentation, laboratory equipment and software and indicate whether it is to be **ADDED** or **DELETED**.) You **will be billed** for every instrument/equipment listed. You **will not be billed** for the software listed. These fees will be included with the method (parameter) fees.
7. PART E – A list of Director Approved methods approved for use after the administrative rules were promulgated.

8. For an **initial application**:
  - a. A copy of a proficiency testing report for the state in which the laboratory is located (home state) or, if that state does not require proficiency testing, for another state in which the laboratory is licensed or certified, for the current or most recently completed year, for each of the parameters for which licensure is requested;
  - b. A list of the states in which the laboratory is licensed or certified and the corresponding license or certificate number for each state; and
  - c. A copy of a current quality assurance plan for the laboratory (this may be provided electronically in the form of pdf or word files);
  - d. A payment in the total amount of application, method, proficiency (\$130), and information update fees for out-of-state (\$126);
9. For a **renewal application**:
  - a. For each new parameter being requested on the application, a copy of a current standard operating procedure, limit of detection, and proficiency testing report (if available) should be included [Questions concerning this please call (602) 364-0720].
  - b. If the applicant is requesting to make payment in installments under A.A.C. R9-14-608 then they should provide an indication of this and a payment plan for the fees.
  - c. A payment in the total amount of application, method, proficiency, and information update fees.

A laboratory may submit only the pertinent pages of Parts C – E of the application along with a note stating that pages x through y are not being submitted. Part A and B should always be submitted. If you are not submitting all the pages, you must submit a note stating the pages not included or there may be a delay in processing your application.

10. Fees for any out-of-state travel will be computed by the Department of Health Services and will be billed to the laboratory. An out of state laboratory must post a bond with the department in the form of a check, in an amount sufficient to cover all on-site inspection and investigation costs incurred by the Department.
11. Photocopy PARTS A-E and retain for your information.
12. Return the **Original NOTARIZED application** and **NON-REFUNDABLE application fee** to:

ARIZONA DEPARTMENT OF HEALTH SERVICES  
State Laboratory Services  
Office of Laboratory Services – Environmental Licensure  
250 N. 17<sup>th</sup> Avenue  
Phoenix, AZ 85007-3231

13. THE LABORATORY **MUST** INFORM THE ENVIRONMENTAL LABORATORY LICENSURE PROGRAM, DEPARTMENT OF HEALTH SERVICES, **IN WRITING**, OF ANY CHANGES IN LABORATORY NAME, OWNERSHIP, DIRECTORSHIP, OR LOCATION OF THE LABORATORY PER A.A.C. R9-14-603.I WITHIN **20 BUSINESS DAYS AFTER THE CHANGE BY SUBMITTING A NEW, NOTARIZED PART A. NOTIFICATION ON COMPANY LETTERHEAD (without a new PART A) IS NOT ACCEPTABLE.**

**PROPRIETARY INFORMATION NOTIFICATION**

Information in this application, with the exception of alternate methods approved by ADHS and USEPA, is not considered a trade secret and may be released without review by the Department in accordance with the Public Records Act.